Mulgildie State School

Parent Information Booklet

Phone: (07) 41672154
Fax (07) 41672007
Email: the.principal@Mulgildie.ss.eq.edu.au
Dear Parents,

On behalf of the Mulgildie School Community I welcome you and your children to Mulgildie State School.

This booklet has been prepared to make you familiar with many aspects of the school. Please read it carefully and keep it for future reference.

We believe in maintaining an open line of communication so please contact me with any comments, concerns or questions that you may have.

Kelly Low
Principal
OUR VISION

Mulgildie State School will provide an environment where children will reach their full potential in order to be effective citizens of the future. We have a commitment to:

- **Mutual respect** – treating an individual as a person of value and respecting their belongings.
- **Quality outcomes** – Striving for, and achieving, greater outcomes both socially and academically.
- **Equality** – treating everyone alike, without fear or favouritism.
- **Accountability** – accepting positive and corrective consequences for choices made.
- **Responsibility** – having a sense of duty to complete tasks with reliability, dependability and commitment.

In relation to all our students, staff and community with an emphasis on effective learning and teaching.

QUALITY EDUCATION

As a small school we aim to offer an education which caters for and promotes individualism by preparing students for the future as well as responding to the changing needs of society.
1. STAFF

The following is a list of full-time/part-time staff employed at Mulgildie State School.

**Teaching Principal**  
Kelly Low (Year 4 – Year 7)

**Teacher**  
Katherine Vriesema (Prep – Year 3)

**Teacher**  
Kellie Smith

**Administrative Officer**  
Tara Adams

**Teacher Aides**  
Helen Schimke  
Susan Fisher  
Belinda Steger

**Teacher Aide Librarian**  
Fe Domingo

**Cleaner**  
Rona Benecke

**LOTE Teacher**  
Tae Sumihara

**Music Teacher**  
Jane Hawkins

**Special Needs Teacher**  
Tim Atkinson

**Grounds Person**  
Colin Kerle

LOTE, Music & Special Needs Teacher are shared with other Primary Schools in the Monto District, based at Monto State School.

2. ADMISSION OF PUPILS:

All children are eligible to attend Prep when they reach the age of 5 years by the 30th June in the year they attend Prep. All children are eligible to attend Year 1 when they reach the age of 6 years by the 30th June in the year they intend to attend Year 1. Proof of age is required for children enrolling in their initial year of schooling.

Admission to all other years is on production of a Transfer Form.

When a child leaves a Queensland state school, a transfer should be obtained from the School Office, to present to the Principal of the child’s next school and to keep records accurate and up to date. This should be done even if the child is going interstate, overseas or to a non-state school.
3. **CHANGE OF ADDRESS/PHONE:**

If your address, phone number or other family details changes could you please notify the school so that we can update our records. It is extremely important that the school is notified as soon as possible if there are any changes to parent contact details. In the case of an emergency we need to be able to contact parents with ease and peace of mind.

4. **SCHOOL RULES:**

Our School Responsible Behaviour Plan outlines the Rules and Procedures for the school. A copy of the School’s behaviour agreement is available at the office or on the school’s website. A copy of our school rules is attached to this School Prospectus.

5. **ARRIVALS AND DEPARTURES:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:55am</td>
<td>First Bell</td>
<td>This is to remind students to go to the toilet and have a drink before starting school.</td>
</tr>
<tr>
<td>9:00am</td>
<td>Start School</td>
<td></td>
</tr>
<tr>
<td>9:00 – 9:30am</td>
<td>Smart Moves</td>
<td>Is a state wide program in every state school to ensure that children participate in a period of physical activity everyday. Weather permitting. Parents are asked to provide 1 piece of fruit for their child to eat during Fruit Break (e.g. Banana, Apple)</td>
</tr>
<tr>
<td></td>
<td>Fruit Break</td>
<td></td>
</tr>
<tr>
<td>9:30 – 11:00am</td>
<td>Session 1</td>
<td></td>
</tr>
<tr>
<td>11:00 – 11:15am</td>
<td>Morning Tea</td>
<td>Eating time</td>
</tr>
<tr>
<td>11:15 – 11:30am</td>
<td></td>
<td>Supervised Playtime, students are given time to go to the toilet and have a drink before returning to the classroom after their morning tea break.</td>
</tr>
<tr>
<td>11:30am – 1:00pm</td>
<td>Session 2</td>
<td></td>
</tr>
<tr>
<td>1:00 – 1:15pm</td>
<td>Lunch</td>
<td>Eating time</td>
</tr>
<tr>
<td>1:15 – 1:45pm</td>
<td></td>
<td>Supervised Playtime. Students are given time to go to the Toilet and have a Drink before returning to the classroom after their lunch break.</td>
</tr>
<tr>
<td>1:45 – 3:10pm</td>
<td>Session 3</td>
<td></td>
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<tr>
<td>3:10pm</td>
<td>Finish School</td>
<td></td>
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</tbody>
</table>

No student should be at school after 3:30pm, unless previous arrangements have been organised with the Principal.

Once dismissed, students are to proceed home or to a place that has the parents' knowledge and approval. The school must be informed if there are any changes in a child’s usual routine. We must be notified by phone or letter, verbal notification from a child is not acceptable. Children should not be left waiting at school for long periods. If children wish to use the facilities at the school out of school hours they must do so under parental supervision and with the permission of the Principal.
6. LEAVING THE SCHOOL GROUNDS:

Children are not permitted to leave the confines of the school area during school hours and/or school activities without the express permission of the Principal. A note or phone call from parent/caregiver is also required. When a child needs to leave the school grounds within school hours a parent/caregiver is required to sign them out in the student register in the school office.

7. ABSENCES:

In the event that your child is absent from school, you will need to notify the school by phone on the day of your child’s absence, then send a signed and dated note with the child on the day he/she returns to school. Otherwise please email the school stating your child’s name, the parent/guardian sending the email and the reason for which they are absent to admin@mulgildiss.eq.edu.au. For your child’s protection, we must be well informed in this area.

Education Queensland’s Regulations state that the only conditions which may require a child to be absent are for extra-curricular tuition or training, when a child is visiting a medical specialist or when a child is physically ill. Other extenuating circumstances may occur such as weather conditions or family obligations and if you have prior knowledge of an impending day’s absence, it would be greatly appreciated if the school could be notified before hand.

Students who fall ill while attending school will need to notify their teacher or teacher aide (e.g. Feeling sick in the stomach, dizzy, blurry vision etc.), action will then be taken by the teacher or teacher aide in that classroom at their discretion once they have notified the parents. In certain circumstances (e.g. Student vomiting) students will be removed from the classroom to be positioned on the ‘sick bed’ outside the office until arrangements can be organised for parents or guardians to pick the student up from school.

Regular attendance is important for success at school. In all year levels it is also compulsory for your child to attend school every school day. Staying away from school unnecessarily will only hinder your child’s education.

8. PERMISSION FORMS

From time to time permission forms will be sent home for students to be allowed to attend functions, sports events, excursions, camps, have photographs taken etc. at school or another site away from school. As this is an onerous task for the staff to prepare and send home and also for parents to remember to return, a generis (one will do for all) form, will cover most activities undertaken throughout the year. Parents will be kept informed through school newsletters and notes sent home throughout the year. If at any time parents object to their child attending or performing please inform the school as soon as possible. The whole school usually attends these functions.

Any other activities not included in the above permission form will have a form sent home as the activity is organised, for parents to return to the school office by a certain date. If the permission form in question is not returned to the school, that student will not be able to participate in the related activity or activities. As we are a small school most activities that the school undertakes in are usually whole school activities so every student can participate.

9. BUSES / CONVEYANCE ALLOWANCE: Students Travelling by Bus

Parents conveying their children more than 4.8 kms to school by motor vehicle (private) or to catch a bus are eligible for an allowance to help with petrol costs. When a child living more than 4.8 kilometres from the nearest school is conveyed by car more than 3.2 kilometres to a school transport service, the parent may claim a conveyance allowance.
Application forms may be obtained from:
THE DEPARTMENT OF TRANSPORT
PO BOX 371
MARYBOROUGH Q 4650

Children travelling on school buses are subject to the rules and regulations of their Local Conveyance Committee. In the event of a child’s continuous misbehaviour, and on the driver’s report to the Principal, that child can be refused bus transport. Due to the increasing road hazards, it is vital that parents teach children correct bus behaviour so that the driver’s attention to the road is not disturbed. Children are not to have any part of their body protruding from the bus.

A note from the Bus Owners/Drivers-

Bus drivers have also requested that parents let the respected person (usually the bus driver) know when students will not be going on the bus (i.e. if the student is sick or will be picked up by a parent in the afternoon). Please consider not only calling the school in regards to your child’s change in routine but also the bus owner or driver it will affect.

As numbers are becoming increasingly higher and fewer spare seats are available on certain buses, parents need to give as much notice as possible to bus drivers if they ask for extra students to ride on the bus. Please note a fee may apply, please ask the bus owner for more details on this matter. Thank you for your help and consideration in this matter.

10. SCHOOL UNIFORM:

The wearing of the school uniform is compulsory for all students.

Mulgildie State School is a Sun Smart school and it is School Policy that children must wear a broad brimmed hat if they wish to play in the sun at morning tea, lunch and at sports time. Our school is a ‘sun smart’ school and each child will need a broad brimmed hat. If lost or damaged, it is the parent’s responsibility to replace it. Mulgildie has a black bucket hat as part of the uniform, available for $10 each at the school office.

NO BROAD BRIMMED HAT, NO PLAY!

Unisex Black & Gold polo shirt, black shorts/skirts/skorts. Black bike shorts are only to be worn underneath skirts or alone on sports days. White socks and closed in shoes are also required. Black bucket hats printed with the Mulgildie State School insignia can be purchased with the regulation shirts from the school. During winter black tracksuit pants with the option of black or gold jumpers are uniform. Black or gold skivvies may also be worn.

The year 7 shirt is organised each year. The shirt is fully purple with gold writing. The circle insignia with the year is included each year. The design of the student’s names on the back is discussed and decided upon by the principal and the year 7 students each year.

Children are expected to wear suitable closed in footwear to school. On swimming days, children may take their shoes off at school before going to the pool and put them back on after returning to school. Thongs may be worn to swimming but must be replaced by normal footwear on return to school.

For costs of School Shirts and Hats please enquire at the school office as prices may vary depending on supplier costs.

Adult size school shirts can be ordered and purchased through the school office for parents and community members, for the purpose of fundraising and community events. Please enquire at the office for prices on these shirts.
11. JEWELLERY:

Jewellery should not be worn. This includes chains, bracelets, anklets and rings. Medical bracelets/chains are permissible e.g. Allergies, Asthma, Diabetes etc. Plain sleepers/studs and watches may be worn at the responsibility of the owner. Lost jewellery is difficult to trace. Some jewellery can cause injury to self or to others in normal school games.

12. BOOKLISTS:

Parents have the option to purchase their child’s booklist through the school. The items included on this booklist include all books and stationery items. If parents do not wish to take up this opportunity, a list of stationery requirements for their child’s specific grade level will be sent home to be filled and brought into school on the first day of Term 1. For prices on purchasing your child’s booklist through the school or a copy of the booklist please speak to Tara in the school office.

13. NAMING OF BELONGINGS:

Please ensure all articles of clothing, books and stationery items are clearly marked with the student’s name in permanent ink, especially those items likely to be discarded during the day such as cardigans, raincoats, shoes, socks and hats. This helps us to find the rightful owners when lost articles are handed in.

14. CURRICULUM SUBJECTS:

The 9 Key Learning Areas covered in Teaching and Learning are as follows:

1) English
2) Mathematics
3) SOSE (Studies of Society and Environment)
4) History
5) Geography
6) Science
7) The Arts / Music
8) LOTE (Language Other Than English – Japanese) Yrs. 4-7, P-3 participates in cultural studies.
9) Health and Physical Education
10) Technology

The learning of English, Mathematics, Science, History & Geography are all planned based on the guidelines of the Australian Curriculum.

15. ASSESSMENT:

Assessment is an ongoing process throughout the year but progressive testing is carried out at the end of each semester. Written reports will be issued to parents twice a year and interviews will be carried out at the end of the first semester, second semester and at other times if necessary.
16. INTERVIEWS:

We welcome the opportunity to discuss any issues you may have concerning your children. However, it would be appreciated if you would contact the Principal so that a mutually convenient time can be arranged to discuss the situation.

17. HOMEWORK:

Homework is set at the school each week. Parents are requested to check that homework is correctly done. You can greatly assist your child with homework by hearing spelling, number facts, reading and other oral homework whenever possible, and by checking all types of written homework for neatness. As homework is completed it can be marked and occasionally signed by parents.

18. PARENT CO-OPERATION:

The school seeks the co-operation of all parents to ensure that children receive the best possible education. This would include supporting teacher insistence on neatness, showing interest in the child’s work, encouraging a positive attitude to the work of teachers, ensuring the prompt return of notices requiring approval etc. and generally keeping in close contact with the school to ensure that a strong bond is maintained between the home and school.

19. MUSIC:

Both classes will receive a one (1) hour Music lesson each week. Instruction is given by a specialist teacher, Jane Hawkins, based at Monto S.S. Students will also have the opportunity to participate in certain activities, Music related, dependent on community events held in that year.

20. LOTE:

The Language Other Than English studied at our school is Japanese. The Years 4 - 7 receive 2 x 45 minute lessons per week. Instruction is given by a specialist teacher, Tae Sumihara, based at Monto S.H.S. Year Prep – 3 receive 45 minutes per week.

21. H.P.E:

Prep – Year 3 & Year 4 to Year 7 will both receive one (1) hour lessons each week. These lessons are taught by their respective class teachers. Students will concentrate on four (4) sports throughout the year, based on one (1) sport a term. Health and Physical Education is an important part of the school curriculum. Participation in this subject is compulsory. Students will not be exempt unless a medical certificate is presented or a letter is sent by the parents.

22. RELIGIOUS INSTRUCTION

The Religious Instruction at the Mulgildie State School is provided once a week in a 30 minute session by several of our local ministers. To allow our child/ren to participate in Religious Instruction RIS Form C (attached) must be completed. Please note Prep students are not allowed to participate in Religious Instruction. All ministers that provide Religious Instruction at our school are all current Blue Card holders.
23. RESOURCE CENTRE (LIBRARY):

All children are eligible to borrow books from the school library. Encourage your child to use the library, to have a book out at any given time and to treat books with respect. Try to find time to listen to your child read or talk about the book they are reading. Your co-operation in seeing that books are returned in good time would be appreciated. Children leaving school on transfer should return all library books and other school materials. Books that are lost or destroyed must be replaced. Parents and community members are very welcome to use or borrow from the school library.

24. ACCIDENTS:

Every care is taken to prevent accidents from happening by providing teacher/teacher aide supervision of students. However, accidents do happen from time to time. If your child sustains an injury at school that requires trained medical attention, the Ambulance will be called and the child will be taken to the family doctor or hospital. If it is at all possible, parents or contacts will be notified prior to taking this action. Even though attempts will be made to contact parents to inform them, often this is futile. We therefore stress that you be well aware of what procedures will be taken if these circumstances should occur.

25. CLEANLINESS OF PUPILS:

It is a parental responsibility to ensure that children come to school in a state of cleanliness. Head lice are at times prevalent state wide. From time to time, when the school receives notification from a parent that head lice have been found, a general notice will go out to all parents. Your co-operation in this matter would be appreciated by all, so please check your child’s head regularly and notify the school promptly if any sign of head lice are found. Regular washing (even though head lice seem to like clean hair!) and daily bathing is desirable as children lead a strenuous life in the playground and body odour is distressing and embarrassing to all who must contend with it in the classroom. Teeth should also be brushed before school and at bed time to keep breath fresh and teeth healthy. These habits are life forming and become a necessary part of everyday life. The school dentist (upon availability) visits the school to check children’s teeth.

26. MEDICATION AT SCHOOL:

Any child who needs to take medication at school must bring a completed relevant form (distributed to each family at the start of the year) and the box/bottle with the chemist’s instructions before staff can administer and dispense the medication. Any extra forms necessary can be obtained from the office at any time. School staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided that a written request is received from the student's parent/caregiver and that the medication includes an original pharmacy label detailing the name of the person authorised to take the medication, dosage, time to be taken and medical practitioner’s name. Staff must follow the directions on the original label attached to the medication container.

Some students may be approved to self-administer their medication and this issue is also addressed in this procedure. All other medications require secure, in some cases locked, storage and administration only under the supervision of a staff member.

Provision of first aid in emergency situations to ensure the health and safety of staff, students and others affected by Education Queensland workplaces and workplace activities is an obligation under the Workplace Health and Safety Act 1995.

In emergency situations, school personnel may be required to administer medication to preserve the life, safety and health of a student.

Administration of medication to students can only be carried out under the following conditions.
When medicines are prescribed by the medical profession and need to be administered during school hours, the Crown Law Office has advised that should action be taken, the possibility of a teacher being found negligent would be minimised. Please note that:

a) Before any medication may be administered, an ‘Administration of Medical Authority’ form **must** be completed by the parent/guardian and signed by the principal. These forms are available from the school office.

b) All staff qualified in Senior First Aid may administer medication at school but the principal will accept responsibility for this.

c) Instructions should be written clearly on the container as prescribed by the appropriate doctor or pharmacist. These should then be translated to the medication form with specific times and quantities mentioned as required.

d) At no time should any medication provided for one student be administered to another student.

e) At all times medication must be kept in a secure place.

f) All unused medication is to be returned to the parents at the end of each school year or returned at the parent’s request.

g) Oral medication may be administered strictly in accordance with labelled instructions and must be requested by the parents in writing.

h) Non-prescribed oral medications e.g. Analgesics, cannot be given without parental permission.

A record will be kept of all occasions when medication is administered at the school.

27. **INFECTIOUS DISEASES:**

The Principal has to exercise due care and attention to all students in his or her charge. This may necessitate his or her right to exclude and/or report an infected child or one suffering from neglect or maltreatment to the proper authorities. The following is the minimum recommended exclusion time for more common diseases.

**Chicken Pox:** Should be excluded for at least 7 days after beginning of illness or until last lesion has healed.

**Measles:** Should be excluded for at least 7 days from the appearance of rash or until a medical certificate of recovery is produced.

**Mumps:** Should be excluded for at least 14 days after the onset of the symptoms.

**Rubella (German Measles):** Should be excluded for at least 7 days from the appearance of rash or until medical certificate of recovery is produced.

**Scarlet Fever:** Should be excluded until appropriate medical attention is received and medical certificate of recovery is produced.

**Whooping Cough:** Should be excluded for four weeks unless a medical certificate of recovery is given.

**Impetigo (School Sores):** Not to be excluded if lesion is covered. Impetigo is contagious. Lesions on any part of the body except the face must be covered. On the face the lesion must be under treatment and a layer of ointment or paint is accepted as a ‘cover’ in this situation only.

**Ringworm:** Not to be excluded if the lesion is covered. Ringworms are contagious. Except in the case of the scalp, a lesion under treatment with paint is accepted as being covered. If ointment is used, a dressing must be applied – except on the face as for impetigo.
Ringworm of the scalp:

1) Not to be excluded from school if scalp is covered and a) lesion is small – about the size of a ten cent coin, b) hair has been shaved for 2.5 cm all round lesion, and c) treatment has been commenced with antibiotics. To be excluded from swimming for 4 weeks after treatment has commenced. Miasma will have ceased in about three weeks.

2) Medical certificate must be obtained if lesions are larger than above. In some severe cases miasma will be prolonged.

28. PARADE:

An assembly is held each Monday morning for presentations and announcements. Children sing the National anthem and honour the Australian Flag. Information is given to students about what is happening that week in the curriculum and sport. The upper class students organise and run parade. This is also a chance for students to be acknowledged for their hard work and receive awards. Parents are invited to attend parade each week as it is a great source of information.

29. MULGILDIE NEWSLETTER:

On Wednesday of every fortnight a newsletter is sent to each family to provide information to parents regarding forthcoming events and giving details of any matters/news of interest at the school. If parents have any information which you wish included in the newsletter, you are welcome to contact the school regarding this, or send it to school by the Tuesday before the newsletter is sent out. Please ensure that your child delivers these to you. These newsletters contain regulated procedures at the school and information about future events, sometimes even permission forms for these events. Newsletters are able to be sent to parents via email. To organise this please speak to Tara in the office. Newsletters can be looked at online at our school website or downloaded if necessary— www.mulgildiss.eq.edu.au

30. MEAL DEAL

As we are a small school we only hold what is called a “Meal Deal” once every fortnight where students have the opportunity to purchase from the tuckshop their Morning Tea and Lunch requirements. Parents and Students can elect to purchase either a Morning Tea or Lunch instead of a whole Meal Deal. For a copy of the current Meal Deal menu and prices please contact the school office. The P&C elects a Tuckshop Convenor at the start of each year at their annual AGM Meeting. The Tuckshop Convenor is responsible for organising the menu and roster for Tuckshop helpers and home bakers for each school term. As the Tuckshop is operated on a volunteer basis, any assistance is greatly appreciated. Cooks and workers are always needed, so please call if you can help, as without these volunteers the tuckshop will close. Orders for meal deals are placed by writing your child’s name and class, along with their order on a paper bag, with money enclosed. These are then collected from classrooms on the morning of Meal Deal day.

31. BOOK CLUB:

At regular intervals, children may order cheaper, but good quality books through a Book Club which operates at the school. Participation is optional and it is not necessary for a child to order every time. This scheme requires payments to be made to the P&C Association with the orders and payment to be returned in an envelope with the child’s or family name on the front to the school by the due date.
32. **SCHOOL CAMP:**

Every year we aim to organise a whole school camp. It is usually a 5 day camp which has great social benefits as well as being educational and teaching the pupils independence. We encourage all pupils to attend this highly enjoyable experience. The camp is funded through fundraising, community donations, P&C contribution and a small fee from parents. The school provides opportunity for parents to pay for the camp in increments throughout the year.

33. **SCHOOL PHOTOGRAPHS:**

Class photographs are taken each year at a time convenient to the school and the photographers. Parents have the opportunity each year to purchase class photos and packs through our photographers Silver Rose Photography. Envelopes are sent home with students two weeks before the school photo day and have to be returned to the school office no later than the day the photographers are at the school.

34. **STUDENT LEADERS**

**School Captains:** School Captains are elected at the start of each school year. Students in Year 7 are eligible to nominate. If numbers allow, one boy and one girl from year seven are elected to represent Mulgildie State School at school and community events throughout the year. While undertaking the role of School Captain the students are expected to attend community events to represent the school (e.g. Anzac Day etc) and will need to set a good example to all students of our school at all times (In and out of school hours).

**House Captains:** We currently have two house groups at Mulgildie State School, Archer (Red) and McKay (Yellow). Each year, depending if numbers allow, one boy and one girl are chosen from Year 7 to represent their school as sport’s captains. These students are responsible for helping organise sport’s days (e.g. Athletics), conduct war cry practice leading up to these events and are expected to attend community events to represent the school (e.g. Anzac Day) and will need to set a good example to all students of our school at all times (In and out of school hours).

Both the roles above will help students gain many qualities including improvement in social skills and self confidence. Upon nominating for the above roles students will be required to present a speech on why they would do a good job as Mulgildie State School’s School or House Captains, upon which all students will be able to vote on their preferred nominee.

35. **INTER-SCHOOL SPORT**

Our school is involved in inter-school sport in both Term 1 and Term 4 and it is our policy to involve as many children as possible. Students in Years 4, 5, 6 and 7 participate in swimming, athletic, netball, softball, soccer and cricket and recreational sport in the respective seasons. Travel to Monto each Friday is by school bus. Any parent who is willing to help in the coaching of any sporting team please contact the Principal. Your offer will be greatly appreciated.

We will not be participating in Inter-School Sport in Term 1 as nothing has been currently organised. Information about Inter-School Sport in Term 4 will be sent home towards the end of Term 3.
36. SWIMMING

Swimming is provided during the summer months (1st & 4th term). Toni-Anne Ward from the Monto Swimming Pool is hired as the instructor for the teaching of swimming as part of the school curriculum. Children will receive one lesson per week. The teacher in charge will assist with these lessons as required. A note from home is required to exempt a child from a particular swimming lesson. The Bus Levy covers the cost of bus transport in term one while Education Queensland assists with costs in term four. Parents may be asked to pay for their child’s entrance into the swimming pool each week. Parents with season passes to the Monto Swimming Pool will not have to pay for their child’s entrance into the pool for school lessons.

Instructions for Swimming Classes

Each child must wear a swim costume and bring a towel. All students must also wear a sun shirt, rash shirt or t-shirt over their togs or with their board shorts.

It is also preferable for all students to wear a sun shirt, rash shirt or t-shirt whilst swimming. On exceptionally hot days children without these items will not be allowed to swim.

HYGIENE

1. Children suffering from an infection or from sores and skin complaints are to be excluded.
2. All pupils are to visit the toilet before swimming lessons.
3. All pupils are to shower before entering the pool.
4. Spitting and blowing one’s nose while in the water are prohibited.

DISCIPLINE

1. Boisterous or noisy behaviour in and around the pool is not permitted.
2. Children are to wait until they are instructed to enter the water.
3. Running on the concrete, paving or curbing surrounding the pool is prohibited.
4. Jumping into the water, diving, swimming under water, taking an object into the water eg. a ball, is allowed only by special permission.

SAFETY

1. The number of children in the water should not exceed 35 per teacher.
2. All children, whether beginners or swimmers, must be under supervision.
3. Children should be arranged in pairs so that each child is with a partner during the swimming lesson.
4. Children should be instructed in emergency procedure:-
   a) If in difficulty, or if someone else is in difficulty, raise one arm and call for help without delay.
   b) When the emergency signal is sounded, if in shallow water or on the land, STAND STILL. If in deep water, swim to the nearest side, hold the rail and face the teacher.
37. ATHLETICS

Annually we hold our Mulgildie State School Inter-house Athletics Carnival. Our two house groups Archer (Red) and McKay (Yellow) battle it out on the oval in a day and a half of competitive and fun competition. Events held for athletics include: 50m/80m or 100m sprints (depending on the child’s age group), 200m sprint, 400m/800m race (depending on the child’s age group), Long Jump, High Jump, Shotput/Vortex, Discus/Hoop Throw. Other activities on the day include: war cry competitions, novelty events and ball games. Each event will have a recorder (a staff member that runs the event, organises students and records results) and a parent helper. Parents are encouraged to attend this day as students respond well to parental support.

38. CROSS COUNTRY

Each year we travel into Monto to run in the Monto District Cross Country Carnival. Students compete against other schools within the district for the chance to progress to the North Burnett Cross Country Carnival. All students from our school attend the Monto District Carnival. Only students in years 4 and upwards have the opportunity to make the North Burnett trials for Cross Country. A student’s age will depend on what distance they will run in their Cross Country race.

39. STUDENT COUNCIL

Mulgildie State School have an active Student Council usually represented by Year 7 students. Throughout the year they organise and participate in many fundraisers for both the school and charitable groups. There are six positions in our Student Council cohort including: President, Vice-President, Two (2) Treasurers a Secretary and Public Relations person. Each position has their own role throughout the year when organising, participating and finalising fundraising events. The money raised for the school from the student council is used to purchase items that students feel are needed at the school.

40. P & C ASSOCIATION:

The Parents and Citizens Association is a group of any parents or community members who feel that they have an interest in the school and the educational environment their children are educated in. The P&C raises money which is spent on providing amenities and teaching aids for the school. Meetings are held on the first Tuesday of each month at 7.00pm to no later than 9pm with reminders being inserted in the newsletter. All parents and friends are very welcome as your input and opinions are valued.

41. BUS LEVY:

Students from Prep to Year 7 are required to pay a bus levy for transport to Monto for school sport and swimming throughout the year. The cost does vary between Prep – Year 3 and Year 4 to Year 7 as students in the lower grades are not able to participate in inter-school sport until they have reached Year 4. Therefore they do not have to pay the extra $10 levy given to Year 4 to 7 students that attend inter-school sport during the year. The bus levy costs for each Year are listed below:

Prep – Year 3: $40
Year 4 – Year 7: $50
42. WORKING BEE:

Occasionally the school will hold a working bee day to help clean up the school. These days are usually held on a Saturday or Sunday during the school term. Families and community members are always encouraged to attend these days as they make our school a better and safer place for children to attend school.

43. PARKING:

For the safety of your children, would parents please observe the official parking requirements at the front of the school, especially the NO STANDING in the Bus Zone. Parents are encouraged to park in the school parking enclosure. Please also ensure that your children use the School Crossing if you park on the opposite side of the road. This is a huge safety issue. Even if you cross the road with your child you should use the School Crossing.

44. GROUNDS CARE:

The school employs Colin Kerle to carry out the care of the school grounds but extra assistance is needed from families to fully maintain all gardens and the grounds. The mower and other grounds equipment is serviced by Colin Kerle or Martin Dow.
## Mulgildie State School Rules

1. **Be Safe**
   - Use equipment appropriately
   - Keep hands, feet and objects to yourself
   - Walk
   - Sit still
   - Enter and exit room in an orderly manner

2. **Be Responsible**
   - Ask permission to leave the room
   - Be on time
   - Be in the right place at the right time
   - Follow instructions straight away
   - Be prepared
   - Complete set tasks
   - Take an active role in classroom activities
   - Keep work space tidy
   - Be honest

3. **Be Respectful**
   - Respect others’ personal space and property
   - Care for equipment
   - Clean up after yourself
   - Use polite language
   - Wait your turn
   - Raise your hand to speak
   - Respect others’ right to learn
   - Talk in turns
   - Be a good listener
   - Play fairly—take turns, invite others to join in and follow rules
   - Care for the environment
   - Walk quietly and orderly so that others are not disturbed

### School Wide Expectations

<table>
<thead>
<tr>
<th>All Areas</th>
<th>Classroom</th>
<th>Playground</th>
<th>Stairwell</th>
<th>Toilets</th>
<th>Bus Lines/ Bike Rack</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Be Safe</strong></td>
<td>• Use equipment appropriately</td>
<td>• Walk</td>
<td>• Participate in school approved games</td>
<td>• Rails are for hands</td>
<td>• Use own bike/scooter only</td>
</tr>
<tr>
<td></td>
<td>• Keep hands, feet and objects to yourself</td>
<td>• Sit still</td>
<td>• Wear shoes and socks at all times</td>
<td>• Walk one step at a time</td>
<td>• Walk bike/scooter to the gate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Enter and exit room in an orderly manner</td>
<td>• Be sun safe; wear a broad brimmed hat</td>
<td>• Carry items</td>
<td>• Wait inside the gate until the bus stops</td>
</tr>
<tr>
<td><strong>Be responsible</strong></td>
<td>• Ask permission to leave the room</td>
<td>• Be prepared</td>
<td>• Be a problem solver</td>
<td>• Move peacefully in single file</td>
<td>• Use toilets during breaks</td>
</tr>
<tr>
<td></td>
<td>• Be on time</td>
<td>• Complete set tasks</td>
<td>• return equipment to appropriate place at the whistle</td>
<td></td>
<td>• Leave school promptly at 3.10pm</td>
</tr>
<tr>
<td></td>
<td>• Be in the right place at the right time</td>
<td>• Take an active role in classroom activities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Follow instructions straight away</td>
<td>• Keep work space tidy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Be respectful</strong></td>
<td>• Respect others’ personal space and property</td>
<td>• Raise your hand to speak</td>
<td>• Play fairly—take turns, invite others to join in and follow rules</td>
<td>• Walk quietly and orderly so that others are not disturbed</td>
<td>• Respect others privacy</td>
</tr>
<tr>
<td></td>
<td>• Care for equipment</td>
<td>• Respect others’ right to learn</td>
<td>• Care for the environment</td>
<td></td>
<td>• Wait your turn</td>
</tr>
<tr>
<td></td>
<td>• Clean up after yourself</td>
<td>• Talk in turns</td>
<td>• Keep your belongings nearby</td>
<td></td>
<td>• Keep your belongings nearby</td>
</tr>
</tbody>
</table>